



**STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
DIVISION OF FIRE PREVENTION  
ADMINISTRATIVE SERVICES SECTION  
PERMITS AND LICENSES UNIT  
500 JAMES ROBERTSON PARKWAY,  
THIRD FLOOR  
NASHVILLE, TENNESSEE 37243-1159  
(615) 741-1322 FAX (615) 741-1583**

***Licensure Requirements for Class II LP Gas Dealership***

1. Submit to this office a completed application together with a check or money order made payable to the Department of Commerce and Insurance for thirty-five dollars (\$35.00). Person or persons charged with active management must submit proof of at least three (3) years experience in the LP Gas Industry or, alternatively, evidence of attendance at safety and handling training classes designed and established by the National Propane Gas Association. (Pursuant to Tenn. Code Ann. §68-135-103 (1).
2. Arrange to take a written examination. Active Manager and RME of the Class II dealer facility are required to take the Class II exam.
3. Pursuant to Tenn. Code Ann. §68-135-104 (2) (B), Must provide evidence of the following insurance:
  1. Products bodily injury liability insurance.

Each person.....	\$	500,000
Each accident.....		1,000,000
Aggregate.....		1,000,000
  2. Products property damage liability insurance.

Each accident.....	\$	500,000
Aggregate.....		1,000,000
  3. Automobile bodily injury liability insurance.

Each person.....	\$	500,000
Each accident.....		1,000,000
  4. Automobile property damage liability insurance.

Each accident.....	\$	20,000
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The insurance company must complete the certificate of insurance form.

5. Complete the installation of storage tank and accessories as set forth in NFPA 58 for bulk storage.
6. Notify this office when you are ready for final inspection of installation.
7. No person shall be eligible for registration who is not 21 years of age. (Pursuant to Tenn. Code Ann. §68-135-103 (1)).
8. Must pay annually a permit fee in the sum of thirty-five dollars (\$35.00).

LICENSE EXPIRES ON DECEMBER 31 FOLLOWING ITS ISSUANCE OR RENEWAL AND SHALL BECOME INVALID ON SUCH DATE UNLESS RENEWED.



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Phone (615) 741-1322 – Fax (615) 741-1583

**Application for Dealer's Licenses  
for the Sale and Handling of Liquefied Petroleum Gas and/or Containers**

***NOTE: Please make check or money order payable to Department of Commerce and Insurance***

Business Name \_\_\_\_\_

Ownership Type (partnership, corporation or sole proprietorship) \_\_\_\_\_

Business Address: Street & Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_ Telephone Number (     ) \_\_\_\_\_ Fax (     ) \_\_\_\_\_

Date of Origin of Business \_\_\_\_/\_\_\_\_/\_\_\_\_ Supplier \_\_\_\_\_

Satellite Location \_\_\_\_\_  
Address \_\_\_\_\_ County \_\_\_\_\_

Type of Operation:

Class I: \_\_\_\_ Bulk Storage (Minimum 30,000 water gal. storage) \$150.00 (Test Required)

Class II: \_\_\_\_ Bottle Storage (Minimum 500 water gal. storage or approved vehicle mounted 500 water gal. container) \$35.00 (Test Required)

Class III: \_\_\_\_ Service Station Operations (Refrigeration and/or motor fuel) \$35.00 (Test Required)

Class IV: \_\_\_\_ LP Refiner: Jobber or Wholesaler \$150.00 (Test Required)

Class V: \_\_\_\_ LP Container Manufacturer, Wholesaler or Dealer \$100.00

**PERSON CHARGED WITH ACTIVE MANAGEMENT:**

Name:

\_\_\_\_\_  
Print Full Name (Active Manager)

Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone # (        ) \_\_\_\_\_ Social Security # \_\_\_\_\_ Birth Date \_\_\_\_\_

Pursuant to Tenn. Code Ann. §68-135-103 (1)

The applicant, or in the case of a firm or corporation, the person charged with the active management thereof, must be twenty-one (21) years of age, and must submit evidence of at least three (3) years' experience in the liquefied petroleum gas business through an notarized affidavit from individuals who worked with this person totaling three years. This may be more than one (1) notarized affidavit to obtain the three (3) years of experience, or evidence of attendance at safety and handling training classes designed and established by the National Propane Gas Association. Please attach copies of the relevant certificates to the application.

**RESPONSIBLE MANAGING EMPLOYEE (R.M.E.) OF THIS LOCATION:**

Name:

\_\_\_\_\_  
(Print Full Name (R.M.E.))

Address:

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # (        ) \_\_\_\_\_ Social Security # \_\_\_\_\_

Fax # (        ) \_\_\_\_\_

Birth Date \_\_\_\_\_

Insurance Expires \_\_\_\_\_ (at least Five-Hundred-Thousand Dollars, \$500,000.00)

Date \_\_\_\_\_

\_\_\_\_\_  
Active Manager's Signature

Pursuant to Tenn. Code Ann. §68-135-103

The qualifications and procedure prerequisite to the issuance of a license to a dealer are as follows:

- (1) The applicant, or in case of a firm or corporation, the person charged with the active management thereof, must be twenty-one (21) years of age, and must submit evidence of

at least three (3) years' experience in the liquefied petroleum gas business or, alternatively, evidence of attendance at safety and handling training classes designed and established by the National Propane Gas Association;

- (2) The applicant must file evidence of financial responsibility in the form of a certificate of liability insurance coverage in minimum limits of five hundred thousand dollars (\$500,000.00) in the case of any one (1) accident, or by the execution and filing of a bond for a like amount or by the deposit of one million dollars (\$1,000,000.00) in the case of any one (1) accident, or by the execution and filing of a bond for a like amount or by the deposit of one million dollars (\$1,000,000.00) cash with the fire marshal;
- (3) The applicant shall also file evidence that the applicant is able to comply with such reasonable minimum storage requirements as the state fire marshal by regulation may from time to time determine to be necessary in the interest of public safety or welfare;
- (4) The applicant must be of good character; and
- (5) The applicant, or in the case of a firm or corporation, the person charged with the active management thereof, shall be examined for the purpose of determining whether such applicant or representative has adequate knowledge of regulations promulgated by the state fire marshal; provided, that the state fire marshal may also require that any other person, employee or representative directly engaging in the delivering, installing or servicing of liquefied petroleum gas or liquefied petroleum gas equipment and appliances be likewise examined, and the state fire marshal shall prescribe such reasonable rules and regulations therefore as the state fire marshal may deem necessary to safeguard life, health and property which will require as a prerequisite to issuance of a license, evidence of a completed, approved department of transportation inspection on all standard bob-tailed vehicles.

**\*Note: New applicants and/or New Managers shall be required to furnish evidence of LP Gas requirements and/or pass written examination.**

**ALL LICENSE'S EXPIRE DECEMBER 31 OF EACH YEAR**



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NASHVILLE, TENNESSEE 37243  
TELEPHONE: 615-741-1322 FAX: 615-741-1583**

**TO: ALL CLASS I, II, AND III L. P. GAS DEALERS**

**SUBJECT: TRANSPORTATION OF FILLED L.P. GAS CYLINDERS**

The Active Managers and Responsible Managing Employees of any facility where L. P. Gas cylinder filling and exchange takes place, need to be instructed on the procedures for handling and placing of cylinders inside a vehicle for transport and practice these guidelines any time a customer is going to transport his or her filled L.P. Gas cylinder.

- 1) Containers shall not be placed inside the passenger compartment of any vehicle, except as stated in paragraph 6-2.2.5 of the 1992 edition of the NFPA 58, *Standard for the Storage of Handling Liquefied Petroleum Gases*, published by the National Fire Protection Association (1-800-344-3555). **Exception:** Closed-bodied vehicles such as passenger cars, vans, and station wagons shall not be used for transporting more than 215 lb. water capacity (nominal 90 lb. L.P. Gas capacity), but not more than 108 lb. water capacity (nominal 45 lb. L.P. Gas capacity) per cylinder unless the driver's and engine compartments are separated from the cargo space by a vapor tight partition with no means of access to the cargo space.
- 2) Containers placed in the trunk of a vehicle shall be placed in the upright position and securely fastened to minimize the possibility of movement, tipping, or physical damage.
- 3) Containers placed in the cargo bed or compartment of a truck or van shall be secured by a strap or chain to properly secure them in an upright position and to prevent the unfettered movement of the cylinder while the vehicle is in motion.
- 4) Customers shall be informed of the importance of delivering the filled L.P. Gas container immediately to their home or place of business and removing it from the vehicle. Failure to do so, especially during hot weather, may cause the safety relief valve to discharge, releasing L.P. Gas vapors. These vapors are heavier than air and will settle to the lowest point and may be ignited by a lighted cigarette, hot muffler, hot engine, or open electrical circuit.

If you have any questions regarding the proper handling or storage of L.P. Gas cylinders, please contact the Codes Enforcement Section at (615) 741-7190.



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**AFFIDAVIT**

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Telephone)

**RESPONSIBLE MANAGING EMPLOYEE FOR L.P. GAS**

I hereby state that \_\_\_\_\_ to be  
named by this dealer/applicant as the R.M.E. (Responsible Managing Employee).

OR

I, \_\_\_\_\_ am the active manager at  
this facility, and will be present at all times during all business hours.

\_\_\_\_\_  
(Manager)

\_\_\_\_\_  
(Date)

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

\_\_\_\_\_  
(My Commission Expires)

\_\_\_\_\_  
(Notary Public, Tennessee)



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Phone (615) 741-2981 – Fax (615) 741-1583**

**L.P. Gas Study Material**

The reference materials should be limited to NFPA 54, National Fuel Gas Code, and NFPA 58, Standard for Storage and Handling of L.P. Gas, and the Tennessee Laws, Rules and Regulations. Your propane supplier should provide you with NFPA 54 and 58 or you may call N.F.P.A. at 1-800-344-3555.